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NOTICE  
NO. [REDACTED]

14 June 1949

SUBJECT: Budget Estimates, Fiscal Year 1951

1. Basic information concerning call for estimates

a. General: Budget estimates of funds needed to meet CIA requirements for the fiscal year 1951 (1 July 1950 - 30 June 1951) will be submitted by each Assistant Director and Staff Chief to reach the Budget Officer as soon as possible, but no later than 15 July 1949. As used in this notice, "Office" shall mean a major organizational segment (such as office or staff section) and activity shall refer to a principal part within the office which because of its character justifies an individual statement of its functions and requirements within the office estimate.

b. Liaison with Budget Office: Assigned budget analysts will advise and assist operating officials and administrative officers with respect to problems of securing, consolidating, and presenting requirements throughout the period of estimate preparation.

c. Coverage: The following breakdown shall be observed in preparing the estimates for both vouchered and unvouchered funds:

- (1) Departmental
- (2) Domestic field
- (3) Foreign field
- (4) Each specific major project, in process or proposed, indicating objectives and fields of work or types of service (other than 1, 2, and 3 above).

d. Form of presentation: Budget estimates shall be submitted in duplicate in separate folders. Presentation of the subject matter shall be lengthwise on letter-size paper with at least a one-inch margin on the left for binding purposes. Personal services estimates shall be presented on CIA Form 32-16 and non-personal services estimates shall be presented on CIA Form 32-17. Supplies of these forms will be provided by the budget analyst assigned to the respective offices.

2. Elements of budget estimates

a. Graphic representation exhibits: Some material of this nature will be required for the purpose of properly depicting organizational structure and operational activities. However, in order to prevent unnecessary duplication of existing material, the Budget Office will discuss requirements with offices on an individual basis.

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b. Office general statement: It shall include the following:

- (1) Statement of Functions and Activities of the office.
- (2) Statement of Coordination indicating operating relationships between the office and other units of CIA and/or between the office and other governmental agencies.
- (3) Statement of Accomplishments indicating method of accomplishment and using, where practical, work load measurement.
- (4) Statement of Objectives, actual or proposed, indicating need for and value of the services or product. The necessity of the work should be demonstrated fully.

c. Summary of budget estimates: CIA Form 32-15 (Appendix I) is for the purpose of recapitulating the total requirements of the office. Completion of the form is as follows:

Column "Organization Unit": Insert titles of activities which compose office or staff section.

Column "Number of Positions": Insert total number of positions requested for the budget year for each activity. Indicate column total at bottom of page.

Columns "MY" (Man Years) and "Amount": Leave blank.

Column "02-09 Total": Insert sum of columns "02", "03", etc. Indicate column total at bottom of page.

Column "02", "03", etc.: Insert individual object requirements for the respective activities. Indicate vertical column totals at bottom of page.

Column "Unvouchered": Insert unvouchered requirements for each activity. Indicate column total at bottom of page.

d. Statement of personal services requirements

(1) Activity description: On a separate page preceding the personal services estimates for each activity within the offices, a statement as to the activity shall be presented covering:

- (a) Function
- (b) Accomplishments
- (c) Objectives for fiscal year 1951
- (d) Justification

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3. Details of budget preparation

a. Preparation of Form 32-16 "Personal Services Estimates":  
CIA Form 32-16 "Personal Services Estimates" (Appendix II) shall be used in preparing estimates of personnel requirements. Separate sheets shall be used for each activity within the office. The same forms shall be utilized for recapitulation of total office requirements. Instruction as to preparation of the form follows:

(1) Heading: The heading (Office, Branch, Division, Section) shall be completed so as to identify the organizational unit for which estimates are submitted.

(2) "T/O No." and "Operating Title": Information for these columns is to be constructed upon the framework of the current Table of Organization. "T/O No." refers to the number of positions authorized in the current Table of Organization for each operating title listed. "Operating Title" refers to the position titles listed on the current Table of Organization, plus new positions applicable to the Budget Year inserted where appropriate. All new positions shall be asterisked to the left of the operating title.

(3) Personnel requirements: (Classified personnel)

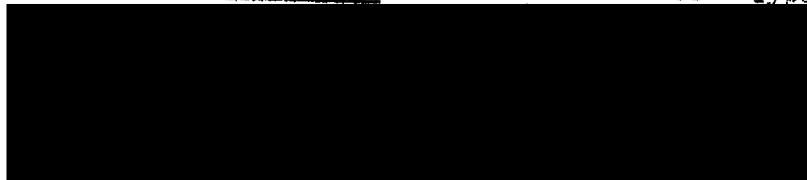
(a) The columns entitled "No." are to show the number of positions for the appropriate year. The columns entitled "Grade" are to show the appropriate grades of the positions indicated under column headed "Operating Title". The columns entitled "Type" are to show the nature of the appointment (whether vouchered, unvouchered, military, on loan, temporary, or part-time). "Type" terms may be abbreviated as:

V	vouchered
UV	unvouchered
V-PT	vouchered - part time
M	military
(Vac	vacancy)
OnL	on loan

(b) Column "Position Occupancy" (enter date prepared): Show by number, grade and type the positions on the current Table of Organization which are actually occupied as of the preparation date. When various types apply to an individual operating title, show as follows:

T/O No.	Operating Title	Pos. Occupy 6/17/49			
		No.	Grade	Type	Notations

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Where lower grade positions are encumbering higher grade positions, they should be shown at the higher grade with citation of lower grade encumbrance within "Notation" column. Positions encumbered by personnel detailed to other units should be similarly noted in the "Notation" column (e.g.; E-CAF-3, "Encumbered by CAF-3"; D-Class.Sec., "Detailed to Classification Section").

(c) Column "CY (Current Year) Estimates": Directly based on the current Table of Organization, show by number, grade, and type the positions which will be filled at some time during the current year. (The term "current year" refers to the fiscal year immediately preceding the "Budget Year" for which estimates are being submitted.) Consideration should be given to program plan requirements, pending assignments, personnel actions in process, and a realistic approach to recruiting possibilities considering the nature of present vacancies.

(d) Column "BY (Budget Year) Estimates": Show by number, grade, and type the positions which will be required for operation during the Budget Year. The entire office request should be consistent with the general statement of objectives as detailed in the preliminary statement, and activity requests should tie-in with the activity objectives statement. Inasmuch as the BY Estimates column should reflect actual requirements, obvious variations between the current position occupancy and current Table of Organization may have important implications to Budget Year requirements. Specifically, all "details" of personnel other than of temporary nature from a Table of Organization location to other locations on the basis of program requirements should be studied in view of the desirability of adjusting such situations by request for revision of the Table of Organization (e.g., for an extensive period, five people assigned to Section A of a particular Table of Organization working in Section B. This would suggest the possible need for revision of the Table of Organization placing the positions where they are actually required.)

(4) Personnel requirements: (Unclassified personnel): The statement of requirements for unclassified positions (positions which do not normally appear on the Table of Organization) shall follow line totals of the requirements for classified positions in the following order: W.A.E. (when actually employed); Consultant (contract); and Native. Each category shall be separately listed under the column "Operating Title". Specific instructions are as follows:

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(a) W.A.E. (when actually employed) and Consultant (contract employees): Under "Personnel Requirements" use only the "No." columns pertaining to each year. Under Position Occupancy, show number presently on duty; under CY Estimates column, show reasonable estimate of any changes anticipated; and under BY Estimates column, insert best estimate of requirements.

(b) Native employment: Leave "T/O No." blank. Enter the title of each existing or anticipated position under "Operating Title". Under "Position Occupancy" insert present salary paid in the column headed "Grade". Report "Type" similarly as for regular personnel. Under columns "CY Estimates" and "BY Estimates" utilize column "Grade" for expected salaries to be paid and column "Type" as for regular personnel.

(5) Justification: The justification column is for explanations of any variations between the present Table of Organization and the Budget Year estimates. All adjustments, upward or downward, should be explained. In some cases a number of positions can be adequately covered by the same justification. Insofar as it is possible, justifications of personal service changes should be prepared on the basis of work measurements.

b. Non-personal Services Estimates, Form 32-17: CIA Forms 32-17 "Non-Personal Services Estimates" (Appendix III) are provided for the office in presenting non-personal services requirements. Preparation of the form is largely self-evident. Separate series of the forms shall be utilized for each non-personal service object classification. The budget analyst assigned to a particular office will have prepared for the operating officials and administrative officers certain background information as to office requirements for the past year for the various object classifications of expense which will assist them in evaluating the estimates. In addition the following detail information will prove helpful in the preparation of estimates for non-personal services items:

(1) 02 - Travel

(a) Estimates for travel shall include transportation costs, per diem or subsistence during authorized travel status, and other expenses incident to travel which are to be paid by the Agency, either directly or by reimbursement, to the traveler. A schedule of travel rates is attached (Appendix IV) which includes cost elements of transportation, per diem, etc., between Washington and major foreign and domestic points.

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(b) Dollar estimates should be based upon the number of trips to be performed to specific areas, and computed at rates provided by the cost-of-travel schedule. Complete justification must be furnished in the form of statements of purpose for the anticipated travel to and within each area.

(c) Estimates for employees transferring to installations outside of Washington shall be based upon amounts shown upon the travel schedule. Cost of transportation and per diem up to day of arrival for duty at such installation are included in these rates.

(d) Cost of transportation and per diem for employees officially stationed at locations outside of Washington, and that of employees transferring from such locations to Washington should be included in the estimates for travel submitted by or for such installations and shall be computed at the estimated scheduled rates.

(e) Within-area travel will be based upon an estimated number of trips to be performed at rates per trip as estimated by the individual Office or Staff Section and shall be supported by a statement of purpose for travel within each area.

(f) In preparing estimates for travel in connection with change of official station, consideration must be given to possible travel of employee dependents.

(2) 03 - Transportation of Things

(a) Estimates for the transportation of things shall include those charges which are paid or are to be paid directly by the Government and not by the vendor, whether such transportation be by land, air or water; as well as charges for the care of such things while in process of being transported. Such all-inclusive estimates for the transportation of things between Washington and various foreign areas are scheduled on the attached rate sheet. (Appendix V).

(b) Costs involved in the transfer of stock material, supplies and equipment issued to installations inside or outside the United States will be included in the estimates of the Services Office.

(c) It will be the responsibility of the individual Office or Staff Section to supply justification of transportation costs incurred in the shipment of operational supplies and equipment and household goods and personal effects of employees.

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(3) 04 - Communications

(a) Estimates shall include costs of transmission of messages from place to place, such as tolls for land telegraph, marine cable, radio, wireless telegraph, and telephone services, and postage. They shall also include switchboard and service charges and telephone installation costs.

(b) Estimates for all charges in connection with telephone service in Washington will be prepared by the Services Office.

(c) Estimates for telephone service in field installations will be prepared jointly by the Office or Staff Section concerned and the Services Office, and shall be reported in the budget estimates submitted by the former.

(d) Estimates for telegram and cable costs and for special services such as teletype, facsimile, telecrypton, telemeter, direct wire, tie-line service, etc., shall be prepared and justified by the Office or Staff Section having or desiring such service.

(4) 05 - Rents and Utility Services

(a) Estimates shall include charges for rental of space; for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

(b) Rents and utilities estimates covering all utilities and office and warehouse space for the Washington Area will be prepared jointly by the Office or Staff Section concerned and the Services Office, and shall be reported in the budget estimates submitted by the former.

(c) Estimates for field offices shall be contained in the estimates presented by or for those offices.

(d) Estimates for rental on a contract basis of special equipment and/or business machines will be fully justified and submitted by the Office or Staff Section concerned. The justification will include a description of the machine or equipment, the rental cost per period and the total estimated cost for fiscal year 1951.

(5) 06 - Printing and Reproduction

(a) Estimates shall include printing of forms (including standard forms) and letterheads, printing and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are included under this group.

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Estimates for printing and/or binding of forms, stationery, and routine office supply items will be made by the Services Office.

(c) Special or unusual requirements for printing and binding which cannot be handled by CIA reproduction facilities, such as the need for special teletype paper and multiple-leafed forms, maps, etc., should be set forth in detail by each Office or Staff Section, indicating the type of publication or material, the estimated number of items or copies, the unit and total cost of each publication, and the proposed use of distribution.

(6) 07 - Other Contractual Services

(a) Requirements for research and development work and/or special services on a contract basis shall be specifically stated and justified.

(b) Estimates for photographing and reproduction services, for advertising and publication of notices and for the maintenance, alteration and repair of office buildings and warehouse facilities will be submitted by the Services Office.

(c) Estimates for requirements of funds for special projects involving other Government agencies and/or outside concerns shall be stated by specific project costs, identifying costs by object class in the same manner prescribed for the overall budget submission.

(d) Estimates for additional protection service furnished by the Public Buildings Administration upon a contractual basis will be prepared jointly by the Chief, Inspection and Security, and Services Office and shall be reported in the budget estimates submitted by the former.

(7) 08 - Supplies and Materials

(a) Estimates for normal office supplies and materials will be prepared by the Services Office in coordination with the Budget Branch.

(b) Estimates for special supplies and materials peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

(8) 09 - Equipment

(a) Estimates for office equipment will be prepared by the Services Office in coordination with the Budget Branch.

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(b) Estimates for operating equipment peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

(c) Estimates for purchase of motor vehicles shall be supported by a full justification. Where replacement is proposed, the explanation shall set forth the year, model, and body type of the vehicles to be replaced, mileage, kind of use, and other pertinent information. Information must also be given as to the number of old vehicles still to be used and the estimated cost of maintenance and operation of such vehicles. Where additional vehicles are to be acquired, there shall be a clear statement of purposes for which they will be used.

(9) 00 - Unvouchered Funds

(a) Estimates for unvouchered (confidential) funds for the fiscal year 1951 should be submitted and justified on a project basis, as nearly as possible in the same manner as the Office or Staff Section estimates for vouchered funds.

(b) Justification for each project should include a brief outline of the project, number of personnel, and amounts of material and supplies, and where possible the funds devoted to the operation during the past fiscal year, and should be specific in regard to the forecast of personnel and further requirements for fiscal year 1951.

c. Employee Health Services: Estimates for the cost of operating the agency health program, including the cost of health rooms operated by the agency for its employees (and employees of other agencies, if any) will be prepared jointly by the Medical Services Division, Personnel Office, and the Budget Branch, Budget Office.

4. Budget Assistance in Preparation of the Estimates.

A Budget Analyst has been assigned to each major agency organizational segment. The Analysts will assist Offices and Staff Sections throughout the period of intra-agency estimate preparation. Operating officials may contact the appropriate analyst in the Budget Branch via extension 721.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Executive

Attachments (5)

Appendix I "Summary of Budget Estimates"  
Appendix II "Personal Services Estimates"  
Appendix III "Non-personal Services Estimates"  
Appendix IV "02-Travel"  
Appendix V "03-Transportation of Things"

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(Office or Staff Section)  
Summary of Budget Estimates  
Fiscal Year 19\_\_

## Appendix I

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S A M P L E

PERSONAL SERVICES ESTIMATES

Appendix II

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OFFICE Intelligence Office	BRANCH Eastern Europe	DIVISION	SECTION
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T/C No.	Operating Title	Personnel Requirements										Justification
		Pos. Occpy. 6/6/49				CY Estimates			BY Estimates			
		No.	Grade	Type	Notations	No.	Grade	Type	No.	Grade	Type	
1	Chief, Intelligence Specialist											
1	Intelligence Specialist											
-	* Intelligence Specialist											
1	Contact Specialist											
1	Administrative Assistant											
2	Clerk-Stenographer											
2	Clerk											
-	* Clerk-Typist											
5	Heavy truck driver											
12												
	(Recapitulation "Type"											
	Military											
	Vouchered											
	Unvouchered											
	On Loan											
	Totals											
	(Unclassified Personnel Consultant (W.A.E.)											
6												

OFFICE: _____
BRANCH: _____
DIVISION: _____
SECTION: _____

NON-PERSONAL

SERVICES ESTIMATES  
Object Class \_\_\_\_\_

FOR COMPLETION BY BUDGET ANALYST	
Past year (actual)	\$ _____
Current year (budget allowance)	\$ _____
Budget year (office estimate)	\$ _____

REQUIREMENTS	AMOUNT	JUSTIFICATION

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Appendix IV

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**02 TRAVEL**

Schedule of Estimated Rates

From	To	One Way	Round Trip
New York	Boston	\$20	\$40
Washington	New York	20	40
"	Boston	35	65
"	Miami	75	150
"	East Coast Points	25	50
"	Mid West Points	50	120
"	West Coast Points	200	450
"	Central America	275	600
"	South America	500	1,100
"	ETO	450	1,000
"	MEDTO	700	1,400
"	FETO	1,000	2,500

Schedule includes average costs of transportation and per diem, etc.

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**03 TRANSPORTATION OF THINGS**

Schedule of Estimated Rates

		Unit Cost	
<u>Motor Vehicles</u>			
Crating (includes freight to POE)		Per Vehicle	\$200.00
Shipping (POE to destination)	ETO	"	275.00
	MEDTO	"	350.00
	LATO	"	300.00
	FETO	"	400.00
<u>General Cargo (Delivery to addressee)</u>			
(Administrative supplies and equipment, communications supplies and equipment, and operational supplies and equipment)			
	ETO	Per	100.00
	MEDTO	Ton	100.00
	LATO	"	75.00
	FETO	"	100.00
<u>Household Goods and Personal Effects</u>			
To POE (Based upon E.O. 9805 maximum weight reimbursement allowances: Family, 7,000 lbs; single individual, 2,500 lbs)			
	350 mi.	Per	7.00
	1,000 mi.	100 lbs.	11.00
	3,000 mi.	"	18.00
POE to destination	ETO	Per Ton	100.00
	MEDTO	"	100.00
	LATO	"	75.00
	FETO	"	100.00
<u>Air Shipments</u>	ETO	Per lb.	1.50
	MEDTO	"	2.25
	LATO	"	1.75
	FETO	"	3.50

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ORIGINAL DOCUMENT MISSING PAGE(S):

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